

LEGAL ANALYST
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: July 24 – 28, 2006

Collective Bargaining Identification: R01

Job Analysis Conducted By: Cheryl L. Session
Selection Analyst
Selection Services Section

Number of Incumbents: There are 7 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated July 24, 2006.

Names of the Subject Matter Expert(s) and their background:

Teresa Ann Arcure is a Legal Analyst with the Department. She has been the department for six month. Prior to working with the State, Ms. Arcure worked for a private law firm.

Bryan Snyder works as Staff Counsel with the Department in the Office of Legal Affairs. He has been with the Department for 5½ years. He currently supervises legal analysts in his office.

LEGAL ANALYSIS

INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board's classification specification
- California Department of Justice – job analysis
- Consulting with Subject Matter Experts
- Arizona State Personnel job specification